

#### UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION WASHINGTON, D. C.

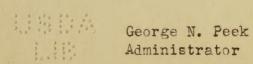
August 28, 1933.

#### General Office Order No. 1

Subject: Classification of the unclassified personnel in the Agricultural Adjustment Administration

In view of the need of getting the Agricultural Adjustment Administration personnel all classified prior to September 15, 1933, the following procedure is hereby established:

- 1. All unclassified personnel in the Agricultural Adjustment Administration are requested to prepare classification questionnaires (instructions and forms attached hereto) which, upon completion, will be reviewed, amended if necessary and approved by each section and division head as set forth in the forms.
- 2. Messrs. J. L. Keddy and James E. Jones, and Messrs. L. L. Evans and B. B. Hackett of the Departmental Classification Office will assist the unclassified personnel in outlining their duties, responsibilities and qualifications for the job to which assigned, in so far as possible.
- All questionnaires are to be forwarded to Room 212 Administration Building, care of J. L. Keddy, not later than 1 P.M., Saturday, September 2, 1933.
- Messrs. J. L. Keddy and L. L. Evans will review the questionnaires, will assign tentative grades and show the minimum and maximum of the salary range.
- 5. Upon completion of this tentative grading, conferences will be held by the following persons: The section and division heads immediately affected and Messrs. G. N. Peek, Charles J. Brand, Glenn McHugh, J. L. Keddy, Fred J. Hughes, James E. Jones and L. L. Evans, for the purpose of determining the grades to be established.
- 6. Hereafter all future non-civil service appointments will be classified prior to completion of the appointment papers according to the same procedure outlined above.



# INSTRUCTIONS TO UNCLASSIFIED PERSONNEL FOR FILLING OUT CLASSIFICATION QUESTIONNAIRES

Purpose of Questionnaires: The Agricultural Adjustment Administration has been called upon to classify all unclassified personnel in its organization. To do this, it will be necessary to prepare individual classification forms for the unclassified personnel in each office and division. Complete and accurate information as to the duties, responsibilities, and qualifications is important in this connection. By presenting this questionnaire it is intended to give opportunity to the various officers and employees at present unclassified to make their own statement about their own position. With this thought in mind, each person concerned is requested to execute one of these forms covering his position in accordance with instructions that follow on this sheet.

Suggestions to Each Officer and Employee as to Filling Out His Own Questionnaire: A copy of the form to be filled out is attached to these instructions. On account of the short space of time to complete these questionnaires it is requested you file your completed form with your immediate chief not later than the close of business, August 31, 1933.

Read the questionnaire through carefully before you begin to answer. Then go back and prepare your answers. It is suggested that you first write your answers on a separate sheet and then compare them with the questions. When you are sure that you have replied completely and accurately to what has been asked by each question, copy the answers into the spaces provided.

Write all your answers on the questionnaire in ink, or better still, typewrite them if that is practicable. If you are in doubt as to any question ask your immediate superior. He will help you and secure the necessary information for you if he does not have it.

How to Answer the Questions: The proper answers will be clear in most cases from the questions. The following additional explanations, however, may be helpful:

QUESTION 9. This is the most important part of the questionnaire - an analysis of your job. Make your answer so clear and complete that any one reading your description will obtain a definite idea of the work that you do. Write down what you work at in the course of the day, the week, and the month in sequence of action if possible. Describe first the duties that take up most of your time. Then, in a separate paragraph, describe your second most important work, and so on until you come to enter the special duties that you deal with only occasionally, as once a week or once a month.

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General expressions such as "editing work" are not enough. If your work is that of an editorial nature tell the kind of editing done, the things you edit, etc. Similarly, as to any other kind of work be as definite and specific as you can. Number your paragraphs and on the margin at the left of each paragraph indicate as near as you can estimate the distribution of your time among the various kinds of work, that is, opposite each of the paragraphs describing the kind of work that you do, make an entry showing what part of your total time the work described consumes, such as 75%, 10%, 2%, etc. What we want is a fair idea of average relative volume of the kinds of work done. This, of course, will not apply where duties are of a purely executive nature and time is devoted to outlining policy and procedure and attending conferences, etc.

QUESTION 10. Give the name and title of the person who is next in line above you in authority and responsibility for the work you do. This is the person from whom you ordinarily receive instructions and to whom you report, not the head of the section or division unless you ordinarily receive instructions from him and report directly to him.

QUESTION 11. Tell how close is the supervision that is exercised over your work. Some employees work with almost entire independence, being held responsible by their superiors only for producing results. Others are left rather free to carry out work under general plans and programs prescribed for them. Still others are required to follow a rather rigid routine or the details of their work are subject to close and constant oversight, inspection and review. Tell what kind of supervision your work receives.

others unless you actually have authority to assign or direct their work, or have disciplinary control over them. The mere instruction, checking, and proof-reading of the work of others does not in itself involve such authority or control. If you actually supervise others, that is, are responsible for their performance or conduct as employees, list their names and titles of their positions; if the number supervised is greater than six indicate only the titles and salaries (or classification grades, if they are classified), and how many in each grade. Explain just what your supervision amounts to. Do you assign work, merely maintain order, train and instruct, have general responsibility for the work and conduct of those under you, or what? If you share immediate supervisory responsibility over some employees with other supervisors, so indicate, mentioning the other supervisors by name.

QUESTION 13. In the event the duties upon which you are engaged are of such a nature as to require you to possess special qualifications in order to produce desired results, indicate under this question just what those particular qualifications are. For instance, if you are working on a special commodity such as wheat and your duties can be performed only by a man with certain experience along specialized lines in connection with wheat, indicate the kind of knowledge and training you should have in order to meet the requirements of your position.

QUESTION 15. Do not sign the questionnaire until you have checked the answers and are certain that you can honorably certify to them according to the terms on the certificate. Only when fully satisfied that you have made your answers correct and complete should you date and sign the certificate.

Information for Supervisory Offices: It is desired that the questionnaires be filled out by the individual employee or at their dictation or direction. Then they should be examined by both the immediate superiors of the employees and the head of the division so that the completed questionnaires should present authoritative statements both from the point of view of the employee and from the supervisory and administrative point of view.

The immediate superior should first inspect the answers of each employee under him, as soon as he receives the questionnaire from the employee, then fill in his own answers in the designated spaces and manner. He should then turn the questionnaire, together with those of any other employees under him, over to his immediate superior, who in turn should assemble the questionnaires that he receives and pass them along to his immediate superior until they reach the chief of division. When the chief of division has completed the form he should send all of the questionnaires covering employees of his division to Room 212, Administration Building, c/o J. L. Keddy.

Please do not make any changes in the answers of employees, or any entries except in the space provided for supervisory answers. If more space is needed, attach a separate sheet.

Both the individual employee and the superiors are urged to take this questionnaire seriously and not to pass it with a mere perfunctory inspection. Though the Agricultural Adjustment Administration has other sources of information, and the information on this questionnaire will thus be subject to some check, it is intended that these individual sheets shall furnish a reliable record of employees' duties.

Charles J. Brand, Coadministrator

George N. Peek,
Administrator.

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### CLASSIFICATION QUESTIONNAIRE

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1.	Name of Employee:			
2.	Where located in A.A.A.  Division	·	Section	
3.	Title of Position:	,	Salary \$	
4.	Education: Elementary (yrs.): High School (	yrs.)	College (	_yrs.).
5.	Colleges attended, and degrees received:			
6.	Special Qualifications and experience:			

- 7. Are you required to establish policies and/or procedures?
- 8. Does your work require you to address meetings and make talks expressing policies of the Administration?
- 9. Description of Duties: Describe the work that you do. Use a separate paragraph for each kind of work. Take the most important kind first, that is, the kind that takes up most of your time. Explain it fully. Then take up the next most important, and so on, putting the special or occasional duties last. Be sure to make your description definite enough and in enough detail to give a clear picture of the work. In the column at the left give your best estimate of the fraction or percent of your total working time that is taken up by each kind of work described.

9. <u>Description of duties</u> - contid.

(use separate sheet if necessary)

- 10. Name and Title of immediate superior: (Person directly in charge of your work).
- 11. Supervision Exercised Over your Work: Describe the kind and extent of supervision you receive in the performance of your work, that is, whether you work under close supervision, or more or less independently with only general direction, or something between the two. Be specific.
- 12. Supervision over Others: If no employees are supervised, write "none." If more than 6, group them by classification grades or salaries, indicating how many of each grade, and not the names. In either case describe the nature of the supervision in a manner similar to that explained under the next preceding question.

How Many Class. Grades

Names Nature of Supervision



13.	State reasons (if any) why your Posit Knowledge Peculiar to your Work:	ion Requires you to Possess Certain
14.	If you know anyone else in the Agricu performs duties comparable (or similar	ltural Adjustment Administration who
15.	I certify that the entries to the fore and to the best of my knowledge and be	egoing questions are my own answers, elief are correct and complete.
Date		ignature f Employee:



## To Be Filled Out By Immediate Superior of Employee:

16.	Statements in correction or amplification of answers by employee:
17.	I certify that, to the best of my knowledge and belief, the entries by the employee and myself hereon are true and complete answers to the questions, except as indicated under Question 16.
Date	Signature of Immediate Superior.
	Title of Immediate Superior.



## To Be Filled Out By Chief of Division

18.	Statements in correction or amplification of questions by employee or his immediate superior.
19.	Further comments on the work or qualifications necessary to perform the duties of the position.
20.	I certify that, to the best of my knowledge and belief, the entries by the employee and his immediate superior hereon, are true and complete answers to the questions, except as indicated in answer to Question 18.
Date	

Chief of Division



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## AGRICULTURAL ADJUSTMENT ADMINISTRATION

GENERAL OFFICE ORDER NO. 2

September 25, 1933

SUBJECT: ESTABLISHING AN OFFICE OF COORDINATION.

There is hereby established, under the general direction of the Administrator, an Office of Coordination, to be jointly administered by Messrs. H. P. Seidemann and J. L. Keddy, who, together with such staff assistants as may be assigned, will be responsible for the following functions:

- 1. To examine and make recommendations to the Administrator respecting proposed commodity programs which will require coordination with other divisions in the Agricultural Adjustment Administration or cooperation with other Department of Agriculture agencies or other departmental or independent agencies.
- 2. To assist in drafting or to draft proposed general or special office orders or general or special circulars, specifying exactly what organization, forms and procedure are jointly agreed upon in conference with the divisional and sectional representatives concerned, subject to approval by the Administrator.
- 3. To advise with officers of the several divisions, for the purpose of perfecting their organization, procedure and forms and determining their requirements as to number of personnel, special equipment and space, and to make recommendations in these matters to the Administrator prior to forwarding the necessary papers to the Administrative Division for execution, in order to insure proper staffing of offices and to avoid overlapping of jurisdiction and duplication of work.
- 4. To survey all positions in the Administration, both classified and unclassified, existing and proposed, to establish a uniform classification of positions of like character and importance for salary fixing purposes, subject to approval by the Administrator and to represent the Administration before the Civil Service Commission and/or Bureau of the Budget on all questions of salary classification.
- 5. To prepare the annual estimates of receipts and expenditures of the Administration for approval of the Administrator and submission to the Departmental Budget Officer and to recommend for the approval of the Administrator the annual and special allocations



of funds from the annual appropriation to the several divisions and sections based on allotment requests submitted by the latter.

6. To receive, prior to issuance, coordinate and make recommendations to the Administrator concerning all proposed instructions (affecting organization, procedure and forms) prepared by section, division and office heads for issuance to their own and/or cooperating personnel (such instructions to be prepared for the signature of the Administrator) and to maintain subject indices and files of all instructions approved and issued.

Charles J. Brand, Coadministrator.

George N. Peek, Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION.

September 30, 1933.

#### GENERAL OFFICE ORDER NO. 3

- 1. There is hereby created, effective October 1, 1933, under the general direction of the Executive Assistant, the position of The Administrative Officer, Agricultural Adjustment Administration, and Colonel Robert Davis, is hereby designated such officer, temporary location, Room 209, telephone extension 380.
- 2. The following named sections are hereby established, subject to the general supervision of The Administrative Officer:
  - 1 Code Control and Records
  - 2 Personnel
  - 3 Supplies, Equipment and Space
  - 4 Stenographic and Reporting
  - 5 Printing and Duplicating
  - 6 Mail and Files
- 3. Hereafter all office regulations, general and special office orders, office memoranda and bulletins, etc., as classified hereinafter, affecting the personnel of the Agricultural Adjustment Administration, will be issued only from the Office of The Administrative Officer.

Division Directors and other Officers desiring the promulgation of general and special office orders will submit drafts thereof to The Administrative Officer.

4. The publications referred to in paragraph 3 are classified as:
Office Regulations: Dealing with permanent matters of general policy and procedure affecting the internal office operations of the Agricultural Adjustment Administration.

General Office Orders: Pertaining to specific office organization and procedure affecting two or more divisions and of permanent importance. To be dated and numbered consecutively.

Special Office Orders: Pertaining to one or more individuals, or affecting one division or office only, but of interest to others and of a temporary nature. To be dated and numbered consecutively.

Office Memoranda: Pertaining to administrative routine affecting one or more offices or divisions. These will be dated and numbered.



Office Bulletins: Will be used for the dissemination of information not necessarily official in character and which may or may not affect all individuals of the Administration. These will be dated but not numbered.

- 5. It is suggested that Divisions, Sections, and Other Offices may find it convenient to maintain these office regulations, general and special office orders, etc., in ring binders, arranged serially for each reference.
- 6. All letters and papers prepared under prescribed regulations, for signature of the Secretary of Agriculture, will pass through The Administrative Officer for inspection and record and forwarding through the Administrator to the Secretary's Office.
- 7. (a) Attention of all concerned is invited to Section VIII of the Office Regulations, entitled "Permanent Records". Hereafter all important papers and documents pertaining to the permanent records of the Administration, when no longer active, will be promptly forwarded to The Administrative Officer for classification and file.
- sponsible for the filing of all papers pertaining to codes, marketing agreements, licenses, and all papers pertaining thereto. When a code, marketing agreement, and/or license is finally approved for the industry each official of the Administration in whose office pertinent papers have accumulated will segregate the same and forward to the Code Control Section where they will be incorporated into a Code History with abstracts and filed there for future reference.

George N. Peek,
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration
Washington, D.C.

October 5, 1933.

#### GENERAL OFFICE ORDER NO. 4

- Adjustment Administration, allotments of funds will be made to cover the expenses of the administrative offices, divisions and sections of the Administration for the current fiscal year. These allotments will not include rental and benefit payments, the procedure for which is outlined in paragraph 6 below, or funds which have been previously allotted to cooperating agencies.
- 2. In order that allotments may be intelligently made, it will be necessary for the head of each office, division and section to prepare an estimate of the needs of his office in the form indicated by the attached "Allotment Advice", Form No. 2012, and forward it to the Coordination Office, c/o Mr. Henry Burke, Room 3345, South Building, for review and the Administrator's approval. Where a section maintains a field service, a separate allotment should be requested for each such service.
- 3. In preparing the estimates of funds, for the current fiscal year, care should be taken to see that they are as conservative as possible, and it should be borne in mind that when the allotments have been approved by the Administrator, expenditures are not to exceed the amounts approved.
- 4. The form contains two columns, one headed "to Sept. 30, 1933" and the other "October 1, 1933 to June 30, 1934." Heads of offices, divisions and sections will fill in the second column only, the first column to be filled in by the Comptroller's Office on the basis of actual expenditures.
- 5. Statements showing the status of allotments will be furnished the head of each office, division and section at the close of each month, beginning with the month of October, 1933.
- 6. Estimates of Rental and Benefit payments by commodities have previously been received from the heads of the divisions interested. It is now desired that, if necessary, such estimates be revised, and that they be reported in the form indicated by the attached "Allotment Advice," Form No. 2013. The Allotment Advice should show the total

# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

October 9, 1933.

#### GENERAL OFFICE ORDER NO. 4 (Corrected Copy)

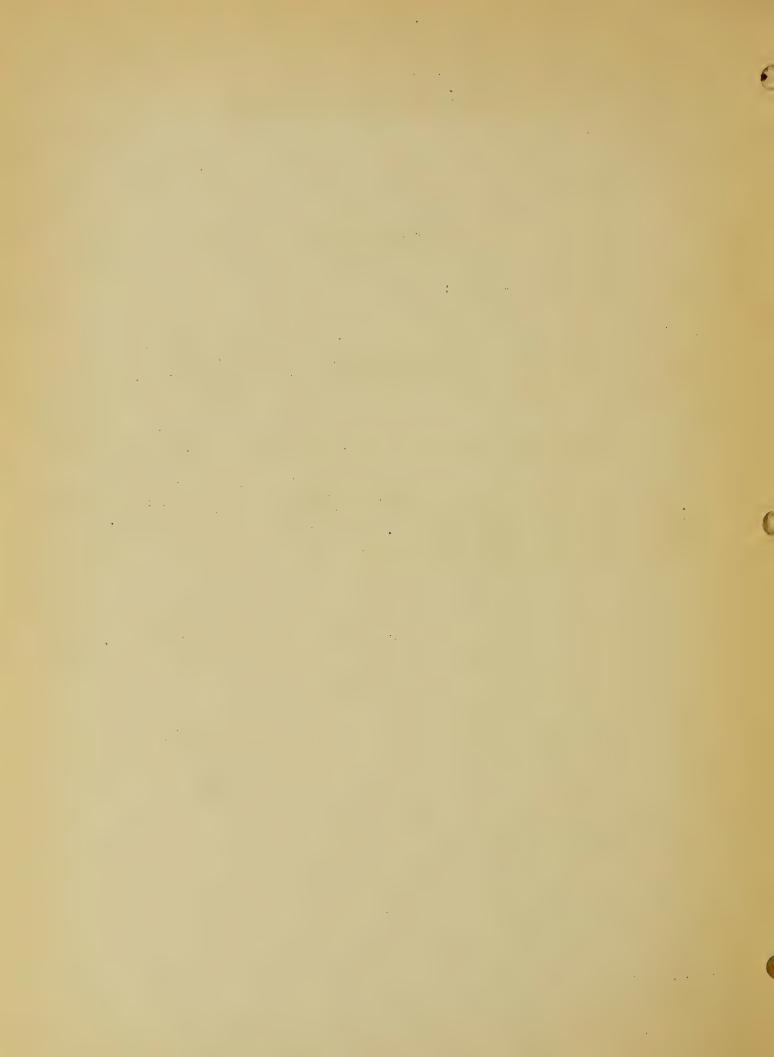
Page 2 should read as follows:

which it is estimated will be expended during the fiscal year, (July 1, 1933 to June 30, 1934), for each commodity, and attached thereto should be a detailed statement of the amount which it is estimated will be expended in each state.

- 7. Estimates should be submitted so that they may be approved and be in the Coordinating Office by Saturday, October 14, 1933.
- 8. In case it should be necessary either to increase or decrease the allotments during the fiscal year, "Revision of Allotment", Form No. 2014, will be used to request changes in administrative expenses, and "Revision of Allotment", Form No. 2015, will be employed to indicate revision in Rental and Benefit Payments.

By direction of the Administrator.

ROBERT DAVIS, The Administrative Officer.



which it is estimated will be expended during the fiscal year, (July 1, 1913 to June 30, 1934), for each commodity, and attached thereto should be a detailed statement of the amount which it is estimated will be expended in each state.

- 7. Estimates should be submitted so that they may be approved and be in the Coordinating Office by Saturday, October 15, 1933.
- 8. In case it should be necessary either to increase or decrease the allotments during the fiscal year, "Revision of Allotment," Form No. 2014, will be used to request changes in administrative expenses, and "Revision of Allotment," Form No. 2015, will be employed to indicate revision in Rental and Benefit Payments.

By direction of the Administrator

ROBERT DAVIS.
The Administrative Officer.

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Form No, 2012
U. S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Coordination Office
September, 1933.

Approved:

Administrator \_\_\_\_\_

#### ALLOTMENT ADVICE

Division, Section or Office:		Co	ode No	
Appropriation:				
Submitted for Approval:				
Chief of Division	-	Chief	of Section	on
	:: :: Ser	To ot. 30, 1933		, 1933 to
			• •	
Total for Salaries	::		• •	•
Less 15% pay reduction  Ol Personal Services - net	::		::	:
Ol Personal Services - net Ol Supplies and Materials	::	:	• •	
(Explain if other than routi	::	:	::	
(Explain if other than routi	- ::	:	::	
(Explain basis of estimate) 30 Equipment (Explain)	::	•	::	•
Other estimated expenditures(1 by standard objective classifi	ist::	:	::	:
tion and explain where necessary	ry)::	4	::	:
	::	:	::	
Total estimated expenditure	::	*	**	•
Explanation:				

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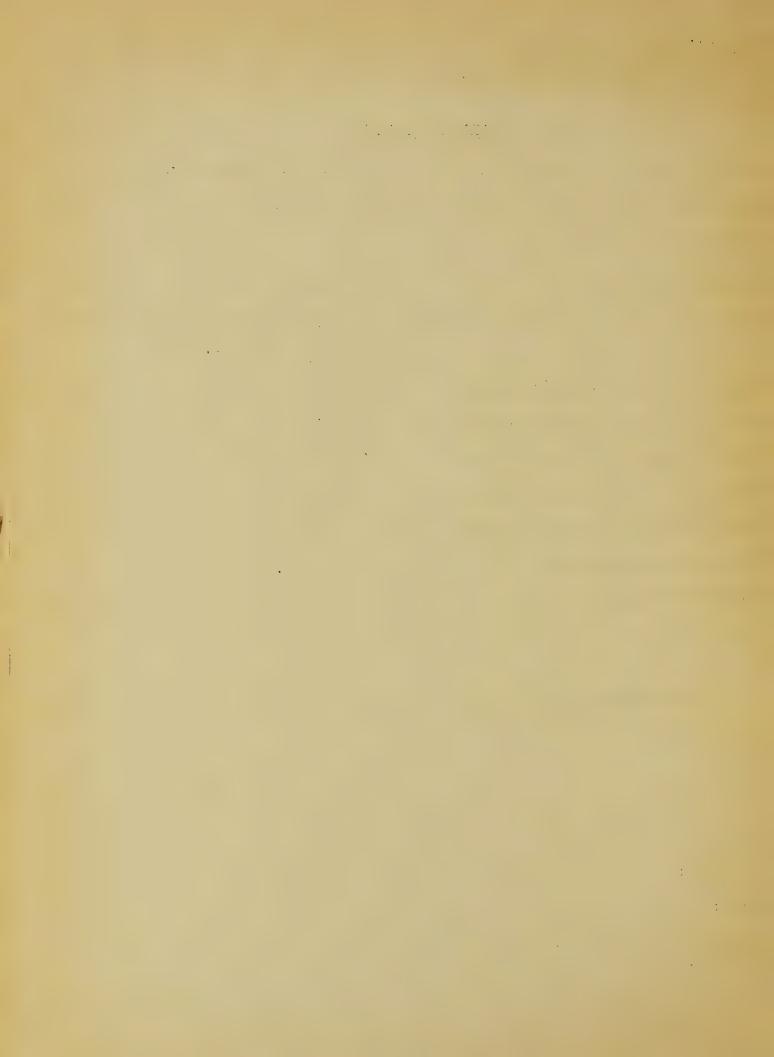
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Form No. 2013
U.S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Coordination Office
September, 1933

### ALLOTMENT ADVICE

Division, Section or Office:	Code No.			
Appropriation:				
Submitted for Approval:				
Chief of Division	Chief of Section			
	:: July 1, 1933 to			
	:: June 30, 1934			
Rental and Benefit Payments - Cotton	• •			
	* *			
Rental and Benefit Payments - Wheat				
Rental and Benefit Payments - Tobacco	• •			
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Rental and Benefit Payments - Hogs				
Doubil and Dougstit Dougston Google	::			
Rental and Benefit Parments - Corn	0 t t t t t t t t t t t t t t t t t t t			
Rental and Benefit Payments				
	::			
Rental and Benefit Payments	)			
	• •			
	* *			
	::			
Total estimated expenditure	::			
100al Osolinatod Oxpolidiodio				
Explanation:				
Approved:				
Date:				
Administrator				



Form No. 2014
U.S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Coordination Office
September, 1933

Approved:

Administrator

#### REVISION OF ALLOTLENT

Perio	od Covered		Code No.	
Divi	sion, Section or Office:			
Appro	opriation:			
Submi	itted for Approval:			
	Chief of Division		Chief of Section	
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		8	0 5	
	Total for Salaries	: :	0 0	
	,	::	: :	
	Less 15% pay reduction	::	b 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
0.7		• •	<b>::</b> ::	
01	Personal Services - net	* *	* *	
02	Supplies and Materials	::	• •	
02	(Explain if other than routine)		8 8 9 8	
05	Communications	::	. • •	
00	(Explain if other than routine)	::	ë e	
06	Travel	::	8 6 6 1	
00	(Explain basis of estimate)	::	à 8 9 B	
30	Equipment (Explain	::	::	
30	Eduthwelle (Expresti	* *	\$ <b>6</b>	
	Other estimated expenditures (List by		* *	
	standard objective classification	: :	9 0	
	and explain where necessary)	::	::	
		: :	0 0	
		::	, • • •	
		::	0 0	
		::	::	
	Total estimated expenditure	::	6 6	
Expl.	anation:			



Form Nó. 2015
U.S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Coordination Office
September, 1933

## REVISION OF ALLOTMENT

Period Covered:	Code No				
Division, Section or Office:					
Appropriation:					
Submitted for Approval:		manufacture (manufacture)			
Chief of Division	Mar-approximate and				
Office of Division		Chie	ef of S	ection	
	: :	Docrease	• •	Increase	
Rental and Benefit Payments - Cotton	* *		::		
Rental and Benefit Payments - Wheat	::		• • •		
Rental and Benefit Payments - Tobacco	::		::		
Rental and Benefit Payments - Hogs	::		* :		
Rental and Benefit Payments - Corn	::		• • •		
Rental and Benefit Payments	::		::		
Rental and Benefit Payments	• •		• • •		
	* *	****	• •		
Total estimated expenditure	* *		::		
Explanation:					
Approved:					
Date:					
Administrator	**************************************	polyma			

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# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION Washington, D. C.

October 2, 1933

#### GENERAL OFFICE ORDER NO. 5

Subject: Establishment of Analysis Committee.

There is hereby established, under the general direction of the Executive Assistant to the Administrator, the Analysis Committee, to be composed of J. E. Dalton, Chairman, and R. H. Barkalow as Vice-Chairman, and such other members as may be assigned who will be responsible for the following functions:

- l. Receives from the Director of the Processing and Marketing Division proposed marketing agreements under the Agricultural Adjustment Act, and codes of fair competition under the National Industrial Recovery Act, required by these Acts of Executive Order pursuant to the National Industrial Recovery Act to be filed with the Agricultural Adjustment Administration, submitted by interested groups of producers, processors, and/or distributors.
- 2. Prepares preliminary written reports on proposed marketing agreements or codes of fair competition, setting forth (a) the respects in which the proposed agreement or code fails to conform with the model drafts therefore and with the Administration policies as to agreements or codes. (b) provisions which should be eliminated as being obviously opposed to producers' or consumers' interests, or which obviously give unfair advantage to any group of processors or distributors, and (c) the character of statistical and other data, to be furnished by the group presenting the agreement or code.
- 3. Transmits the above preliminary written reports to the Director of the Processing and Marketing Division.
- Division drafts of agreements or codes as proposed for formal hearing, accompanied by (a) the written recommendations of the division and administration officers who assigned personnel to participate in the formulation of the agreement or code, and (b) all necessary papers including a summary by the assigned personnel covering the economic, legal, labor, and consumer problems involved and a statement prepared by the assigned legal counsel, with the assistance of the other assigned personnel, setting forth the nature of the evidence required to be developed at the formal hearing and an outline of the method of developing such evidence at such hearing.
- 5. Determines whether the requirements of Sections 402 and 403 Office Regulations, have been complied with.

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- for his action thereon with respect to the granting of a formal hearing, together with the accompanying papers and a written report to be prepared by the Committee (a) summarizing the action theretofore taken, (b) specifying any new questions of Administration policy, and (c) setting forth any other data necessary for such action.
- 7. Receives from the Director of the Processing and Marketing Division (after formal hearings have been held) drafts of proposed marketing agreements or codes, accompanied by, (a) the written recommendations of the divisions and administration officers who assigned personnel to participate in the formulation of the agreement or code, (b) a copy of the transcript of hearing, (c) a statement by the Director of Processing and Marketing setting forth the revisions made and the reasons therefor, (d) the written opinion of the General Counsel as to the legality of the proposed agreement, code or license and the extent to which the evidence in the transcript of record substantiates the reasonableness of each major provision, and (e) all necessary papers.
- 8. Determines whether the drafts meet the requirements of section 406, Office Regulations.
- 9. Prepares statements, (a) summarizing the action theretofore taken, (b) specifying any new questions of Administration policy involved in the revision of the proposed agreement or code or in the license in connection therewith, and (c) setting forth any other data necessary for such action.
- 10. Transmits the proposed agreements or codes to the Administrator for his action thereon with respect to final approval, together with the accompanying papers.

By direction of the Administrator.

Robert Davis,
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

October 9, 1933.

## GENERAL OFFICE ORDER NO . 6

There is hereby established, under the general direction of the Director of Processing and Marketing, the Special Commodities Section. Major Robert M. Littlejohn, U. S. Army, now on temporary duty with the Agricultural Adjustment Administration, is hereby designated as Chief of this Section.

The functions of the Special Commodities Section will be:

- (a) To explore and recommend methods for the removal of surplus agricultural products.
- (b) To secure informal agreements with industry for the supply of agricultural commodities without profit to the agencies of the Federal Emergency Relief Administration.
- (c) To act as liaison agent of the Agricultural Adjustment Administration with the Federal Emergency Relief Administration and other Federal agencies in connection with the disposition of surplus from commodities and products thereof.

GEORGE N. PEEK,
The Administrator.



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# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION Washington, D. C.

Cotober 20, 1938 OV 6 - 1943 7
U. S. Department of Agriculture

GENERAL OFFICE ORDER NO. 7

There is hereby established, under the direction of the Administrator, the office of Secretary of the Executive Council of the Agricultural Adjustment Administration. Woodbury Willoughby is hereby designated the incumbent of this office.

The functions of the office will be:

- (a) To act as Recording Secretary and have the custody of all official papers of the Council.
- (b) To assemble and compile such information regarding the activities of the Agricultural Adjustment Administration as the Administrator may require for his own information or for reports to other agencies of the Government.
- (c) To perform such other duties as may be from time to time assigned to him by the Administrator.

By direction of the Administrator

Robert Davis, The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

Octobers 20, 1933 of Agricultu

#### GENERAL OFFICE ORDER NO. 8

- l. When additional personnel becomes necessary, Section Chiefs and other duly authorized responsible officers will prepare personnel recommendations in triplicate indicating on the face of the sheets the name of the Division and Section, or Office and Section (if any), initial on the back of form, below the line for superior's signature, and forward to the Divisional Officer for action.
- 2. The Divisional, or other designated superior officer, will sign such recommendations, if he approves, and transmit them to the Personnel Section, Penthouse, Administration Building.
  - 3. The Personnel Section will take the following actions:
    - (a) Segregate the personnel recommendations pertaining to non-civil service and civil service, according to memorandum on personnel policy, dated May 12, 1933, and signed by the Administrator and the Secretary of Agriculture.
    - (b) Refer all cases which are doubtful to the Administrative Officer.
    - (c) Refer all other cases to the Assistant to the Administrator.
- 4. The Assistant to the Administrator will determine the need of establishing any new or additional positions, or filling of any vacancies from the standpoint of budget control.
  - (a) If such new or additional positions or vacancies are non-civil service, the positions will be classified as to grade and salary, in accordance with the new Budget Bureau Classification.
  - (b) If any new or additional positions or vacancies are to be filled by civil service eligibles, the required classification forms will be prepared, classification grades assigned thereto, and the forms duly signed by the Assistant to the Administrator.

The personnel recommendations pertaining to non-civil service positions and the personnel recommendations and classification forms pertaining to civil service positions will be forwarded to the Chief, Personnel Section.

- 5. The Personnel Section will take the following actions:
  - (a) Obtain the necessary approval of proposed appointees, including such excepted applicants as may be indicated by The Administrative Officer under paragraph 3 (b), to non-civil service positions through the Special Assistant to The Administrative Officer.

(b) Obtain certification from the Civil Service Commission through channels that proposed appointees to civil

service positions are eligible.

(c) Prepare (after completion of action 5 (a) or 5 (b), as the case may be,) the recommendations to the Secretary, Form 41, and the recommendations to the Bureau of the Budget, Form 83 (if any), and such other forms as may be required for either non-civil service and civil service cases.

Transmit to The Administrative Officer the recommendations to the Secretary, Form 41, classification forms, P.C.B.3 (if required), recommendations to the Bureau of the Budget, Form 83 (if required), and such other forms as may be necessary.

The Administrative Officer will initial the recommendations to the Secretary and recommendations to the Bureau of the Budget (if any), for approval of the Executive Assistant to the Administrator, and transmit these recommendations, together with the classification forms (if any), to the Administrator for approval.

- 7. The Administrator, if he approves, will sign the recommendations to the Secretary and recommendations to the Bureau of the Budget (if any), the classification forms (if any) being attached thereto and will return them to The Administrative Officer.
- 8. The Administrative Officer will forward the approved recommendations and classification forms to the Chief, Personnel Section, for subsequent

By direction of the Administrator

ROBERT DAVIS The Administrative Officer 1. and Gr

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

JAN 26 1938 A

January 5, 1938

#### GENERAL OFFICE ORDER NO. 8 (REVISED)

- 1. The following procedure will be observed in submitting recommendations for new appointments, terminations, or other personnel changes in the Agricultural Adjustment Administration.
- 2. Duly authorized responsible officers in the respective Divisions or Sections will prepare personnel recommendations, have same signed by the proper designated officer and forwarded to the Personnel Section, Office of Business Management.
  - 3. The Personnel Section will then take the following actions:
    - (a) Refer all cases requiring Classification to the Classification Officer for proper investigation and Classification.
    - (b) Refer all recommendations for excepted appointments to the Office of the Special Assistant to the Secretary for appropriate action.
    - (c) Refer all doubtful cases to the Assistant to the Administrator in charge of Business Management for approval or disapproval.
    - (d) Obtain through the Division of Appointments of the Department, Civil Service certificates of eligibles, together with applications of employees in the Department, from which selection may be made for filling civil service positions.
    - (e) Prepare recommendations to the Secretary, with accompanying papers, for all actions either civil service or non-civil service.
    - (f) Transmit recommendations with daily journal of personnel changes to the Assistant to the Administrator in charge of Business Management.
- 4. The Assistant to the Administrator in charge of Business Management will sign recommendations and the journal of personnel changes and forward same to the Office of the Administrator for approval or disapproval of the Administrator or the Acting Administrator.
- 5. The Personnel Section will then release all approved recommendations to the Office of the Director of Personnel, Department of Agriculture.



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- 6. No person who has been recommended for appointment should be permitted to enter upon his duties until notification of approval has been received. Under the law, the Secretary of Agriculture has sole authority to make appointments. No appointment can be effective prior to the date of the Secretary's approval.
- 7. The Secretary of Agriculture has sole authority to separate employees from the service or to impose leave without pay. Therefore, no employee should be involuntarily separated from the service, placed on leave without pay or furloughed, or suspended from duty without pay for disciplinary reasons until notification of the Secretary's approval has been received. Voluntary resignations do not have to be accepted by the Secretary in advance of the effective date. Written resignations should be obtained in all instances and attached to the personnel recommendation form.
- 8. All persons separated from the service will be required to turn over all Government property in their possession, including Government identification cards and transportation requests. Field officers in charge will be held responsible for this.

H. R. Tolley
Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

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U. S. Department of Agence are

October 26, 1933.

#### GENERAL OFFICE ORDER NO. 9

- l. There is hereby prescribed a chart of account symbols for the Agricultural Adjustment Administration.
- 2. Heads of offices, divisions and sections of the Administration are requested to see that the account symbol shown on the attached chart as pertaining to their office appears on each requisition, voucher, etc., in the space provided for "Project Symbol". If no space is provided on the form the symbol should be recorded in the upper right hand corner.
- 3. To illustrate: expenses incurred by the Wheat Section of the Production Division will be coded "201 99 001," the "201" representing the account cymbol and "99 001" the District of Columbia. Expenses incurred by a field office, as, for example, the Boston office of the Licensing and Enforcement Section will be coded "515-14-013".
- 4. The attached chart is designed to show account symbols with respect to organization unit and functional classification. State and County code symbols may be obtained from pamphlet CR-22.
- 5. The personnel section of the Administrative Office will immediately furnish the Office of Accounts of the Secretary's Office with a list by name, grade, and salary rate of the personnel assigned to each office, division and section in order that pay rolls may be set up in conformity therewith. A copy of the list will also be furnished the Comptroller of the Agricultural Adjustment Administration. Likewise, copies of notices of appointments, changes in status, and separations from the service will also be furnished the Comptroller.
- 6. The cooperation of all officials and employees of the Administration is requested in carrying out the provisions of this order.

By direction of the Administrator.

ROBERT DAVIS,
The Administrative Officer.



## CHART OF ACCOUNT SYMBOLS

## GENERAL ADHINISTRATION

	100 - 199			
Accoun Symbol		Section Of Law	State and County State:	Code
100	Secretary's Office	12(a) and (c)	99	001
101	Office of Administrator and Coadministrator			
102	Administrative Office			
103	Coordination Office			
104	Legal Division			
105	World Trade Representative (Office of Specia	al		
103	Consumer's Counsel			
107	Information and Publicity Division			
108	Economics and Statistics			
109	Code Analysis Committee			
110	Comptroller's Office			
111	Comptroller's Office Proper			
112	General Accounting and Reporting Division			
113	General Auditor's Office			
114	Rental and Benefit Audit			
115	Processing and Marketing Audit			
116	Administrative Audit			
117	Cotton Audit and Accounting Division			
118	Claims Division			
119				
120	Finance Division			
121	Disbursing Office			
122	Equipment			
123				
124				



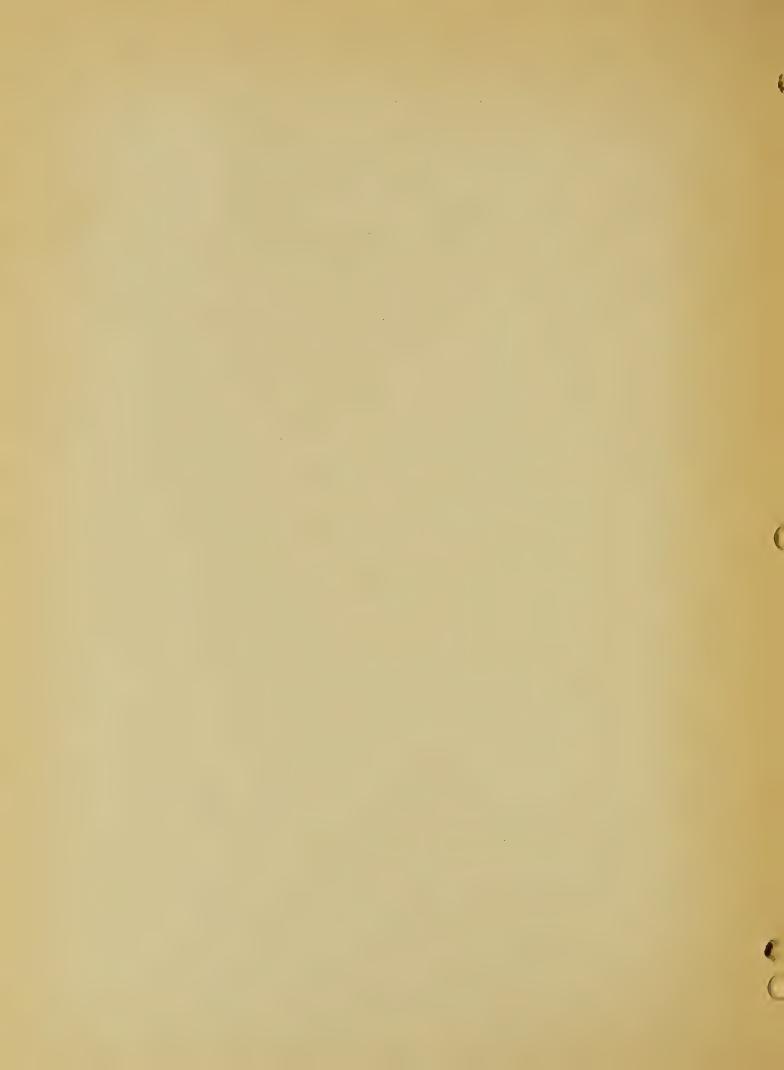
## PRODUCTION DIVISION - WASHINGTON

Account Symbol	Allotment Account	Section	State and County Code		
	Wildement Wecomt	of law	State County		
200	Office of Director	12 (a) and (c)	99 001		
201	Wheat Section				
202	Cotton Section				
203	Replacement Crops Section				
204	Hogs and Corn Section				
205	Dairy Section				
206	Tobacco Section				
207	Rice Section				
208	Special Crops Section				
209	Contract Records Section				
210	Extension Service				
211	Bureau of Agricultural Economics				
212	Bureau of Animal Industry				
213	Bureau of Chemistry and Soils				
214	Bureau of Entomology				
215					
216					
217					
218					
219					
220					



## PRODUCTION DIVISION-FIELD

Account Symbol	Allotment Account	Section of Law	State and County Code
300	Rental and Benefit Payments - Cotton	12 (a) and (b	State County  ) Use
301	" " " - Wheat	_~ (a) with (b	State and
302.	Hogs		County
303	" " - Corn		Code
304	u u - Tobacco	0	Applicable
305	" " " - Dairy		715511G9016
306			
307			
308			
309			
310	Extension Service	12 (a) and (c)	) 11
311	Bureau of Agricultural Economics	(0)	
312	Bureau of Animal Industry		
313	Bureau of Chemistry and Soils		
314	Bureau of Entomology		
315			
316	•		
317			
318			
319			
320	County Wheat Production Control Associ	iations 12(a)and(	b) "



## PROCESSING AND MARKETING - DIVISION - WASHINGTON

Account Symbol	Allotment Account	Section of Law	State and County Code State County
400	Office of Director	12(a) (b)	99 001
401	Wheat Section		
402	Cotton Section		
403	Food Products Section		
404	Meat Processing Section		
405	Dairy Section		
406	Tobacco Section		
407	Rice Section		
408	Special Crops Section		
409	Special Commodities Section		
410	Foreign Trade Section		
411	Fisheries Section		
412	Imports Section		
413	Licensing and Enforcement Section		
414	Beverages Section		
415	Sugar Section		
416			
417			
418			
419			
420			



## PROCESSING AND MARKETING DIVISION - FIELD

Account Symbol		<u> </u>	Allotment Acc	count		Section of Law	County Code State County
500	Licensing	and	Enforcement	Offic	e - San Francisco	8 (3)	, Use State
501	tt .	ft	tt	11	- Portland	12 (a)	(b) and
502	· #	11	Ħ	II	- Los Angeles		County
503	11	tf	11	11	- Kansas City		Code
504	II .	Ħ	tt	11	- Denver		Applicable
505	tf	ff	11	н	- Omaha		**
506	II .	ŧŧ	11	11	- St. Louis		
507	11	Ħ	tt	Ħ	- Chicago		
508	11	Ħ	11	11	- Cleveland		
509	11	11	Ħ	ti	- Detroit		
510	11	11	If	11	- Des Moines		
511	tt	Ħ	11	11	- New York		
512	11	Ħ	11	11	- Buffalo		
513	n	Ħ	11	tt	- Pittsburgh		
514	11	11	II	. 11	- Philadelphia		
515	11	Ħ	Ħ	†f	- Boston		
516	ff	tt	tt	Ħ	- Atlanta		
517	If	ff.	II	#	- Louisville		
518	11	11	11	11	- Jacksonville		
519	ff	II .	11	11	- Richmond		
520	11	11	u	11	- New Orleans		
521	Ħ	11	11	11	- Houston		
522	11	tt	11	Ħ	- Dallas		
523	11	11	H	H	- Memphis		
524	H.	11	IT	11	- Memphis - Minneapolis		
525	11	11	11		- Fargo		



### COOPERATING DEPARTMENTS

Account Symbol		Allotment	Accor	unt			Section of Law	State a County State:	
600	Treasury	Department	- Of:	fice	of	Treasurer, U.S.	12(a)and(	c) Use	9
601	н	11	- Bu	reau	of	Internal Revenu	ıe	State	
602	War Depa:	rtment						and	
								County	7
								Code	
								Applic	cable

## REFUNDS OF TAXES

Account Symbol		Section of Law	County Code State: County
700	Refunds of Taxes (Bureau of Internal Revenue)	15(a)and (c)	Use State
		16(a)(3) 17(a)	And
		T ( (c.)	County
			Code
			Applicable

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### REMOVAL OF SURPLUS AGRICULTURAL PRODUCTS

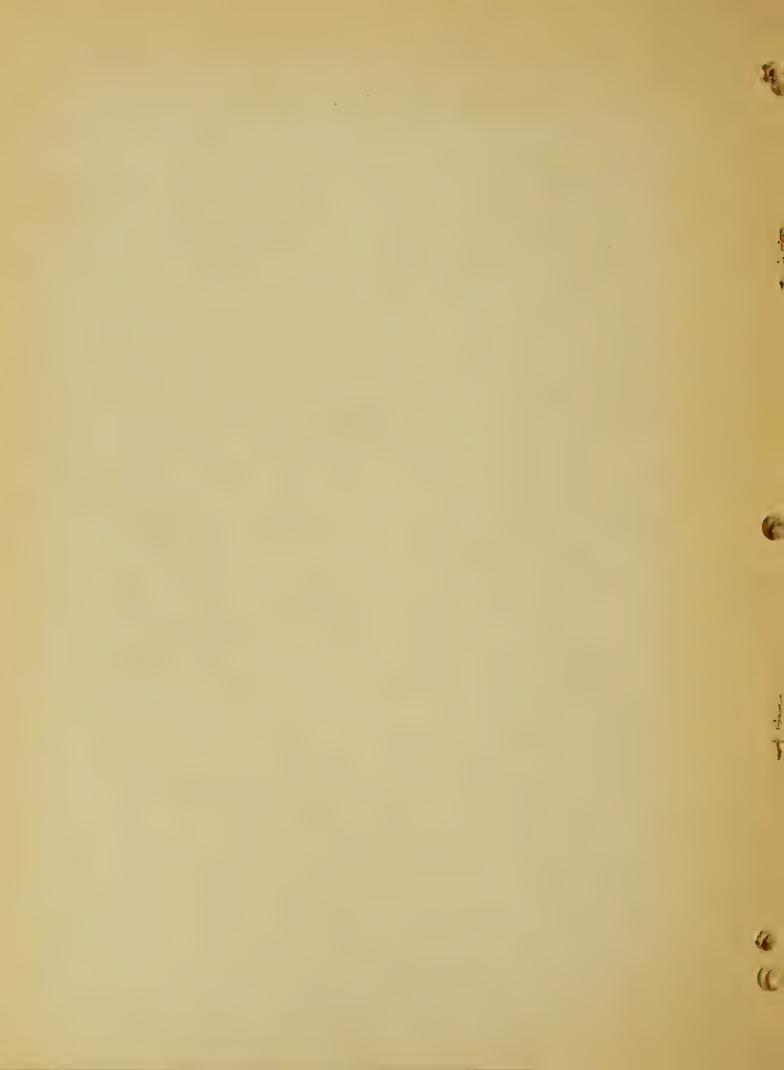
Account Symbol	Allotment Account					Section of Law	State and County Code State: County
800	Removal	of	Surplus	-	Cotton	12 (b)	Use
801	11	11	II		Wheat		State and
802	tt	Ħ	11		Hogs		County
803	11	Ħ	11		Corn		Code
804	11	1f	11	-	Tobacco		Applicable
805	11	tt	11		Dairy Products		
806	11	ff	If	winds	Rice		
807							
808							
809							
810							

6 (C

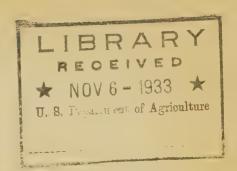
# EXPANSION OF MARKETS

900 - 999

Account Symbol	A	llot	ment Acc	ınt	Section of Law	State and County Code State: County	
900	Expansion	of	Markets	esiate	Cotton	12 (b)	Use
901	п	tt	11		Wheat		State and
902	II	11	11	topolis.	Hogs		County
903	Ħ	tt	ŧſ	-	Corn		Code
904	11	Ħ	11	****	Tobacco		Applicable
905	11	11	tt		Dairy Products		
906	11	11	tt	-	Rice		
907							
908							
909							
910							



UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION Washington, D.C.



October 31, 1933.

GENERAL OFFICE ORDER NO. 10

Hereafter, all Administration Officers, including Heads of Divisions, Offices or Sections will be held strictly responsible for seeing that no commitment is made, no changes made in contract awaiting the Secretary's signature, nor any contract authorized which involves the expenditure of public funds until such commitment or contract has the approval of the Comptroller or his General Auditor in writing attached thereto.

By direction of the Administrator.

Robert Davis
The Administrative Officer.



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UNITED STATES DEFARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



November 1, 1933

GENERAL OFFICE ORDER NO. 11

Personnel recommendations (green sheets - Form No. AAA-37) will hereafter be used in all recommended changes in status of personnel (appointments, extensions of appointments, promotions, demotions, transfers, separations, furloughs, etc.). General Office Order No. 8 requires this Form No. AAA-37 to be prepared in triplicate (one copy for division or office files, one copy for the Classification Unit file, and one copy for the Personnel Section file) and that the name of the division of office, section and unit wherein the position is located be indicated immediately under the item "Headquarters." All items on Form No. AAA-37 must be properly filled in, except that reference may be made to memoranda to be attached thereto where space does not permit complete data to be inserted under "Reasons for action," "Duties," "Education," "Employment record," etc.

In order to facilitate action by the Administration, the Department, the Civil Service Commission (if required) and the Bureau of the Budget (if required) the data to be inserted under "Reasons for action," "Duties," "Education," "Employment record," and "Civil Service Authority," must be such as adequately to justify concurrence in recommendations for new appointments, reappointments, promotions, demotions, transfers, separations, etc.

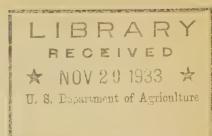
By director of the Administrator,

ROBERT DAVIS,
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



November 2, 1933

#### GENERAL OFFICE ORDER NO. 12

There is hereby created, effective November 1, 1933, under the general supervision of the Administrative Officer, as empowered by General Office Order No. 3, a Printing and Document Section. Mr. Paul R. Preston is hereby designated Chief of said Section.

The functions of this Section will be:

- (a) The reception, clearing and filling of all requisitions for printing or duplicating of any sort within the Agricultural Adjustment Administration.
- (b) The distribution by mail or messenger of all documents and/or forms duplicated at the request of any office with the Agricultural Adjustment Administration.
- (c) Supplying copies of any form or document used within the Administration to any officer within the Agricultural Adjustment Administration on proper request.
- (d) The standardization of forms and index numbers used by any or all officers of the Agricultural Adjustment Administration.

By direction of the Administrator

ROBERT DAVIS
The Administrative Officer



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> UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

November 4, 1933.

#### GENERAL OFFICE ORDER NO. 13

There is hereby established, under the general direction of the Director of Production and the Director of Processing and Marketing, the Cattle and Shoep Section. Mr. Harry Petrie of Red Bluff, California, is hereby designated as Chief of this Section.

The functions of the Cattle and Sheep Section will be:

- (a) The development of a program for the cattle industry under the marketing agreement provision of the Agricultural Adjustment Act.
- (b) The administration of the program adopted to represent the Production and Processing and Marketing Division at public meetings and conferences in discussions relating to the livestock problems.

By direction of the Administrator.

ROBERT DAVIS,
The Administrative Officer.



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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

November 11, 1933

GENERAL OFFICE ORDER NO. 14

Effective immediately, no person will be allowed to enter on duty without having first secured written authority from the Personnel Office.

By direction of the Administrator.

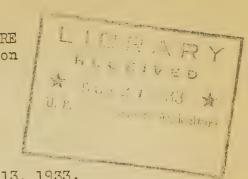
ROBERT DAVIS,
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



November 13, 1933.

#### GENERAL OFFICE ORDER NO 15.

There is hereby established the Office of LIAISON OFFICER. Mr. Milton H. Pettit is designated as such Officer.

Under the direction of the Administrator, the Liaison Officer will be responsible for negotiating matters between the Agricultural Adjustment Administration and the National Recovery Administration.

The Liaison Officer will keep a complete record of activities and policies of the National Recovery Administration in connection with codes and trade agreements insofar as they pertain to the Agricultural Adjustment Administration.

## His duties will include:

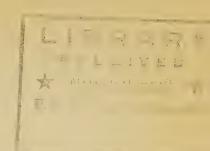
- (a) Discussions with Administrator and Division officers and representatives of the National Recovery Administration on policies which affect both Administrations.
- (b) The coordination with the National Recovery Administration of hearings on codes of fair competition.
- (c) He shall investigate and make recommendations to the Administrator and Division officers on any matters which, in his opinion, will expedite and coordinate the handling of codes of fair competition in which the Agricultural Adjustment Administration and the National Recovery Administration have a joint interest.

By direction of the Administrator.

Robert Davis,
The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



November 14, 1933.

## GENERAL OFFICE ORDER NO. 16

No contacts with the Civil Service Commission will be made by employees of the Agricultural Adjustment Administration except through the Personnel Section of the Administrative Office.

The practice of sending persons to the Commission for certification to positions in the Administration will be discontinued.

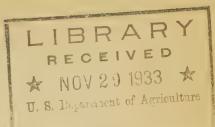
By direction of the Administrator

ROBERT DAVIS
The Administrative Officer





UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



November 15, 1933.

#### GENERAL OFFICE ORDER NO. 17

There is hereby established, under the general direction of the Director of Processing and Marketing, a Sugar Section and Mr. A. J. S. Weaver is hereby designated Chief of that Section, in addition to his duties as Chief of the Rice Section.

The functions of the Sugar Section will be:

- (a) To obtain better returns to sugar growers through the medium of marketing agreements and/or codes for the industry.
- (b) To study and analyze the sugar industry and make recommendations to the Secretary through the Administrator for the improvement of conditions in that trade.

By direction of the Administrator.

ROBERT DAVIS, The Administrative Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration
Washington, D.C.

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December 7, 1933

#### GENERAL OFFICE ORDER NO. 18

Hereafter all requests for the installation or moving of telephones must be submitted by the various divisions, sections, or units in writing on Form A.A.A. No. 1 and forwarded to the Property and Supply Section, citing the appropriation and project symbol numbers to which such services are chargeable. After approval by the Administrative Office, a request will be forwarded to the Chief, Division of Operation, who will, in accordance with Paragraph 705 of the Administrative Regulations of this Department, authorize the telephone company to perform the work. A copy of such authorization, carrying the appropriation and project symbol number, will be forwarded to the Comptroller's office when the work is completed.

All offices and employees of the Agricultural Adjustment Administration in placing long distance, or toll calls, will advise the telephone operator the account symbol number to which such services are chargeable. The telephone operators of the Department have been instructed to ask for this information if not given before actually placing an outgoing call, or completing an incoming collect call.

Strict adherence to the above procedure will facilitate expeditious handling of vouchers for fixed charges for telephone services and for toll charges and will eliminate much confusion and difficulty now being experienced in the administrative audit of such vouchers in the Comptroller's office.

By Direction of the Administrator.

Robert Davis,
The Administrative Officer.

UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



December 11, 1933.

GENERAL OFFICE ORDER NO. 19

Hereafter all administrative officers, including heads of divisions, officers or section chiefs, will be held strictly responsible for seeing that no regulation or interpretation of any contract or agreement is prepared for the Secretary's signature or for anyone authorized to sign, which in any way involves expenditure of public funds or is an interpretation of a contract or agreement under which funds may be charged until such rules or regulations have been submitted for the written approval of the Comptroller or the General Auditor of this Administration.

By direction of The Administrator.

Robert Davis, The Administrative Officer.

UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

December 12, 1933.

# GENERAL OFFICE ORDER NO. 20

Effective this date, the Reporting Section of the office of the Administrative Officer is abolished. The present personnel of this Section is hereby placed under the general supervision of the Stenographic Pool - as a unit thereof - until further notice.

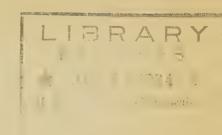
The reporting of Informal Conferences will be discontinued. However, if the reporting of all or part of any particular conference is deemed necessary, this service may be obtained by a request on the Stenographic Pool.

By direction of The Administrator.

Robert Davis, The Daministrative Officer.

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# UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.

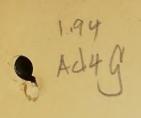


December 20, 1933

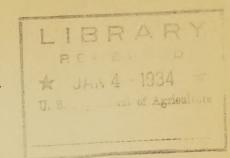
#### GENERAL OFFICE ORDER NO. 21

- 1. The Office of The Administrative Officer is hereby abolished, effective immediately.
- 2. T. Weed Harvey is hereby designated as Assistant to Administrator. In addition to his other duties he will have general charge of the Office of Business Management, which is hereby established, effective at once.

C. C. Davis
Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Adjustment Administration Washington, D. C.



December 22, 1933.

GENERAL OFFICE ORDER NO. 22

The personnel and duties of the Special Commodities
Section of the Processing and Marketing Division are hereby
transferred to the Office of the Comptroller, effective at
once.

C. C. DAVIS, ADMINISTRATOR.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

December 28, 1933.

GENERAL OFFICE ORDER NO. 23.

General Office Order No. 1 and that part of General Office Order No. 2 as they relate to classification work are hereby revoked and all such work is hereby transferred to the Office of the Assistant to the Administrator.

C. C. DAVIS, ADMINISTRATOR.

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